

# West Virginia Department of Agriculture

Kent A. Leonhardt, Commissioner  
Joseph L. Hatton, Deputy Commissioner



## VACANCY ANNOUNCEMENT

**Title:** Administrative Assistant

**Division:** Administrative Services

**Headquarters:** Guthrie Agricultural Center, Charleston, WV

**Salary:** \$30,000 - \$33,000

**Send WVDA Application & Resume to:** Tom Hudson, Human Resource Specialist  
West Virginia Department of Agriculture  
1900 Kanawha Boulevard, East  
Charleston, WV 25305-0170  
Phone: 304-558-2221  
E-mail: [thudson@wvda.us](mailto:thudson@wvda.us)

**Closing Date:** Until filled

### Note:

To be considered for employment, a West Virginia Department of Agriculture Application must be submitted. Applications may be obtained at:

<http://www.agriculture.wv.gov/Resources/>

### Nature of Work:

Performs advanced level administrative work, responsible for complex clerical tasks of a complicated nature involving advanced oral and written communication, interpretation and application of policies and practices, and occasional computation of numeric data. Interprets, applies, and communicates a wide variety of office procedures, rules and regulations. A significant characteristic of this professional customer service and communication to a wide variety of people, ranging from employees, federal auditors, government officials and to the public.

### Examples of Work:

- Performs administrative support duties to support a fiscal management section of a state government agency.
- Analyzes and audits invoices, bills, orders, forms, reports and documents for accuracy and initiates correction of errors.

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physical address: 217 Gus R. Douglass Lane, Charleston, WV 25312

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[www.agriculture.wv.gov](http://www.agriculture.wv.gov)

- Maintains, processes, sorts and files documents numerically, alphabetically, or according to other predetermined classification criteria; researches files for data and gathers information or statistics such as materials used or payroll information.
- Types a variety of documents from verbal instruction, written or voice recorded dictation.
- Plans, organizes and prioritizes work to meet deadlines.
- Trains new employees in basic office methods and procedures.
- Answers, screens, and routes telephone calls, takes messages and complaints and gives information to the caller regarding the services and procedures of the organizational unit.
- Receives, logs, sorts and distributes incoming and outgoing mail depending on the content or nature.
- Operates office equipment such as a calculator, copy machine or other machines.
- Posts records of transactions, attendance, etc. and writes reports.
- Files records and reports.
- Uses a computer following a set of standard commands, screens, menus and help instructions to enter, access and update or manipulate data in various programs/software to perform a variety of clerical duties; may run reports from the database and analyze data for management.
- Assists the Building and Grounds Section with administrative activities.
- Performs office management functions including ordering supplies, researching or evaluating potential office equipment for purchase, and/or making necessary maintenance requests for items in need of repair or upgrade.
- May occasionally provide support to other agency divisions, committees, or working groups.
- Other duties as assigned.

**Working Conditions:**

Normal office environment. Sitting, bending, stooping, stretching, manual dexterity, visual acuity, operating a computer and other office equipment, communicating orally and in writing, lifting  $\leq$  20 lbs. Some travel required.

**Knowledge, Skills and Abilities:**

- Exemplary skills in grammar, spelling, arithmetic and best business practices.
- Ability to understand and effectively carry out complex oral and written directions.
- Knowledge of general office methods, practices and procedures.
- Skilled in the creation or editing of all documents created with Microsoft Office Suite.
- Ability to handle and maintain confidential or sensitive information.
- Knowledge of program operations and policies with respect to general functions performed.
- Knowledge of and ability to supervise the maintenance of records of some complexity with the ability to prepare reports and tabulations from these records.
- Ability to establish and maintain effective working relationships with other employees (both internal and external to the assigned work unit) and the public.

**Minimum Qualifications:****Training:**

High school diploma or the equivalent.

**Experience:**

Three (3) years of full-time or equivalent part-time paid experience performing progressively complex office work.

**Substitution:**

College hours, related business school or vocational training may be substituted through an established formula for the required experience.

**Special Requirements:**

- Dependable transportation required.
- Must have a valid West Virginia driver's license.
- Must pass a pre-employment criminal background investigation, including DMV records, and drug screening.
- Must maintain a positive image of the Commissioner, West Virginia Department of Agriculture, and the State of West Virginia.

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